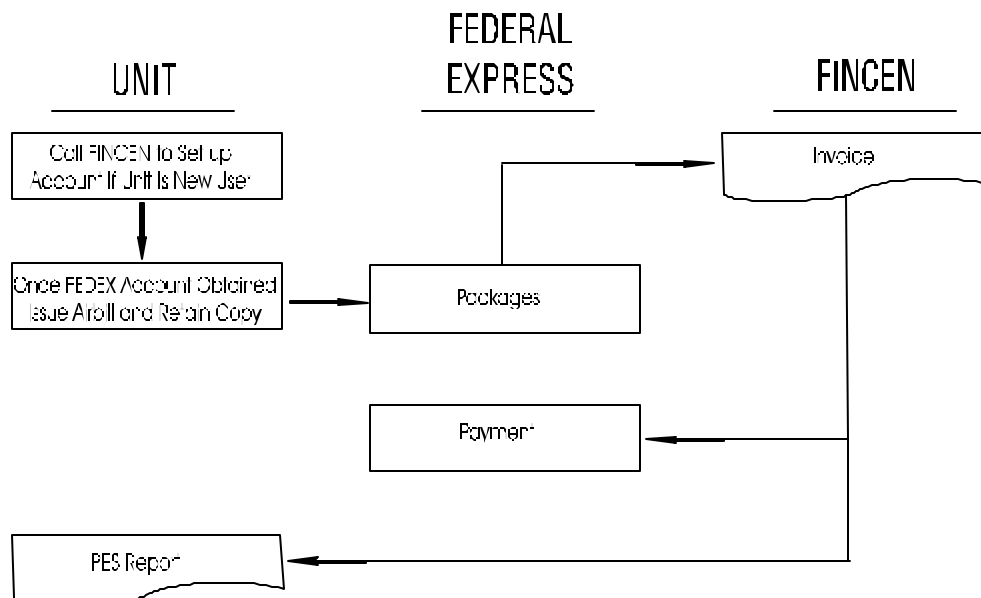


8. LUFS Information:

- a. Standard generic input is made through the Simplified Acquisitions Applet, under the other Miscellaneous Obligations Changes icon.
- b. Obligations will NOT be transmitted via LUFS. All information is entered into LUFS to reflect charges in the unit's local ledger. Use only the accounting line associated with the unit's FEDEX account.
- c. When using auto reconciliation in LUFS your obligation amount will automatically be liquidated in full and the actual expenditure amount reflected on your PES will be entered into the LUFS ledger.

9. Document Flow:**Figure: 12-55 Air Freight/Express Mail**

9. a. Figure 12D-55 shows the process flow for the Air Freight/Express Mail forms.
- b. The unit uses the airbill forms provided by the carrier to utilize air freight/express mail services by filling in its government account number (if not preprinted), ship from address and phone number, recipient's address and phone number, bill to party, service selection, delivery instructions, and weight. These forms are obtained from Federal Express after the unit's account is set up by FINCEN (OPA2B). Upon request, the airbills will be preprinted by FEDEX with your FEDEX account number in the appropriate block. A copy of each completed airbill is kept by the unit for its records. A copy of these airbills is NOT needed at the FINCEN.
- c. Federal Express inputs the airbills into its billing system with the unit's FEDEX account number and airbill number and bills the FINCEN on a weekly basis (usually on Thursdays). FINCEN receives the bills electronically and receives the FEDEX account number, airbill number, amount charged, unit, weight of package and amount insured, etc. The FINCEN associates each charge on an account to the assigned line of accounting in CBS.
- d. FINCEN records the amount charged, usually the next day, using a transaction code of 128 and a document type 32. Three weeks later, FINCEN disburses using a transaction code of 126. Payment is made to FEDEX within the 30 day time limit.
- e. The unit should review their PES reports on a weekly basis and any errors should be reported using a PES Error form. Charges will be corrected after payment is made through DAFIS. Any charges that are not identifiable should be reported to FINCEN (OPA2B) at (757)523-6741. They can research the charge to tell where it was sent from and who signed for the package at the destination.
- f. Do not use the Small Purchase Credit Card for Air Freight/Express Mail services referenced in this section.

10. Sample Forms: See Figures 12D-56 and 12D-57.

11. PES Report:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
3203066006006-224	128	03025FHAB	12345	2201	0.00	0.00	0.00	5.00